



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1600.6
Effective Date: January 11, 2001
Expiration Date: January 11, 2006**

Responsible Office: Security Office, Office of Security and Environmental Management

Subject: Langley Research Center (LaRC) Policy for Controlling Keys, Combinations, and Locks

1. POLICY

This Langley Policy Directive sets forth policy and responsibility for control of metal keys, electronic card keys, combinations, and locks at LaRC. This policy is established in order to safeguard property and information and to assure the integrity of keys, locking systems, and combinations. Loss or compromise of these items can seriously undermine security and potentially jeopardize important government resources. Keys to LaRC facilities, offices, laboratories, shops, warehouses etc., are issued to individuals whose official duties require them to have access. This may include NASA civil servants, contractors and others who have been given approval for unescorted access to the facility. Keys are only issued to persons authorized unescorted access to the Center.

2. REFERENCES

- a. NPD 1600.2, "NASA Security Policy"
- b. NPG 1620.1, "Security Procedures and Guidelines"
- c. LAPD 1600.3, "LaRC Security Policy"
- d. NASA Langley Form 104, "Request for Key"
- e. NASA Langley Form 220, "Lost Government Key"
- f. NASA Langley Form 406, "Card Key Request"
- g. Standard Form 700, "Security Container Form"
- h. Standard Form 702, "Security Container Check Sheet"

3. RESPONSIBILITY

- a. The LaRC Security Office has staff responsibility for key, combination and lock control. This office manages key issue and accountability, maintains key, combination, and lock records, investigates lost and stolen keys, issues and controls master keys, and provides oversight of the LaRC key control program.
- b. Supervisors and managers are responsible for assigning and monitoring facility security responsibilities. Supervisors and managers review employee key requests and assist in returning keys no longer needed by their employees.

c. Facility Coordinators are designated as key control officers for their facilities. As such they review all key requests and assist the Security Office with accountability of keys to their respective facilities. Facility coordinators are responsible for an annual inventory of all keys to doors and locks in their respective facilities.

d. Employees will sign for and safeguard keys to NASA facilities. Keys to NASA facilities will not be duplicated under any circumstances without the approval of the Security Office. Key holders are responsible for the prompt return of metal and electronic card keys to the Badge and Pass Office (BPO) upon reassignment, termination, transfer, or any time access is no longer required or authorized. Employees reassigned on the Center will surrender keys to the BPO, at which time they may request keys to their new facility.

4. KEY CONTROL AND ACCOUNTABILITY

a. Facility keys and facility door keys are issued at the BPO upon receipt of an approved NASA Langley Form 104, "Request for Key."

b. Electronic card keys are issued at the BPO upon receipt of an approved NASA Langley Form 406, "Card Key Request."

c. Lost or stolen facility keys and electronic card keys must be reported to the Security Office within 24 hours. Reports of lost or stolen keys must be followed up in writing by completing NASA Langley Form 220, "Lost Government Key."

d. Grand master keys will be issued only to the minimum number of people necessary to ensure the preservation of life and property and to promote management objectives. Issue of facility master keys will be limited to individuals whose official duties clearly necessitate expanded access. Master keys must not be removed from their respective premises, and, when not in use, must be secured by safe-type or locking-bar filing cabinets.

e. When not under the immediate custody of an individual, keys will be stored in locked containers such as filing cabinets or key cabinets permanently affixed to walls. Key storage containers will be located in rooms that are locked when not occupied.

5. COMBINATION LOCKS

a. Combinations to locks on vault doors or GSA approved security containers where classified documents or material is stored will be changed annually or at the earliest practical time following:

- (1) Initial placement in service.
- (2) Possible compromise of the combination.

- (3) Termination, transfer, or suspension, of any person having knowledge of the combination.
- (4) Storage area or container is found unsecured and unattended.
- b. The locksmith must reset combinations before equipment is turned in.
- c. Each repository containing classified material must have a list of persons who have knowledge of the combination, their names, addresses, home phone numbers, and date of last combination change posted inside the door or drawer equipped with the combination lock. Standard Form 700, "Security Container Form," will be used for this purpose. Standard Form 702, "Security Container Check Sheet," will be used to document opening and closing of classified security vaults and containers.

6. PADLOCKS

- a. Padlocks used to safeguard vulnerable areas including fence gates, tool cribs, storage rooms, and roof hatches must be approved by the Security Office. The LaRC locksmith will install a master keyed core in these padlocks prior to the lock being placed in service. Padlocks on sensitive areas must be inventoried annually. The locksmith will recore padlocks that become compromised.
- b. When a padlocked container or area is open, the padlock must be locked to the hasp or staple to prevent theft, loss, or substitution of the lock.
- c. The loss of a key to a padlock makes that lock unauthorized for the purpose of securing sensitive areas.
- d. Padlocks and keys not in use will be secured in a locked container that does not contain or store classified material. Access to the container will be controlled.

7. RECISION

N/A

Jeremiah F. Creedon
Director